



Paper Presentation Guidelines

Quick Reference Sheet

Please post this quick reference sheet in an area where you can easily refer to it throughout your paper writing process. Documents mentioned on this page are available from:

<http://support.sas.com/usergroups/sugi/sugi30/package>.

Guidelines to Remember:

- A PDF file of your final paper should be uploaded via support.sas.com/sugi30 on or before **February 4, 2005**. This is a firm deadline.
- Your signed Copyright Grant is also due to SAS on or before **December 8, 2004**. Please mail it to
Mary McLeod S2049
SAS Institute World Headquarters
SAS Campus Drive
Cary, NC 27513

If, for any reason, you will not be able to meet the December 8, 2004 deadline, you must submit a signed Copyright Grant Delay Form by that date.

- Contributed papers are limited to 10 one-sided pages and invited papers are limited to 20 one-sided pages. These page counts include charts, tables, and graphs.
- Please use the single-spaced, **one**-column format per page and include printed page numbers. A paper template is available under "Presenters' Package" at the URL above.
- Remember to include in your paper:
 - proper trademark references and the trademark citation
 - acknowledgements and references
 - your contact information
- If you change the title and/or authors of your paper, please notify your section chair and SAS as soon as possible.
- If you have questions on these procedures, please contact your section chair or Steve Zamparelli at SAS at 919-531-4812 or Steve.Zamparelli@sas.com.
- You are required to attend a paper presenters' meeting at 1:00 p.m. in Ballroom A of the Pennsylvania Convention Center. At this meeting, you will meet your section chair and session coordinators, receive final instructions for your presentation, and have the opportunity to load your SAS or PowerPoint application on the laptop provided for your section. (Note: SAS 8.2 is the only version of SAS that will be loaded on the laptop.)

We appreciate your participation and look forward to seeing you in Philly!